

Faculty Representative Nomination Materials and Candidate Application for 2004 Truman Scholarships

The Truman Scholarship Foundation invites you to nominate candidates for 2005 Truman Scholarships. The deadline for the receipt of nominations is February 7, 2005.

This packet contains the forms that need to be completed by you, your nominee(s), and the persons writing letters of recommendation for your nominee(s). **You may submit nominations on photocopies of these forms.**

You will need to submit the current official transcript for each nominee.

You will need to complete an electronic registration form for each nominee.

Conditions of Eligibility

Your nominee(s)—**by February 7, 2005**—must have obtained at least two years of academic credit at a university, college, or community college and be full-time students with junior-level academic standing at four-year institutions.

You may nominate students with senior-level standing who will graduate after only three years of college enrollment. Residents of Puerto Rico, the Virgin Islands, and the Pacific Islands must have senior-level academic standing. You may not renominate for this year's competition any candidates who were nominees in 2004 for Truman Scholarships.

Number of Scholarships Available

The trustees anticipate electing 70 to 75 Truman Scholars in 2005.

Number of Nominations

You may nominate up to four students for the 2005 competition. In addition, four-year institutions may nominate up to three juniors who spent their first one or two years at a community or junior college.

Participation by Two-Year Institutions

Two-year institutions may nominate only former students who, by February 7, 2005, will be enrolled as full-time students with junior-level academic standing at accredited four-year institutions.

Types of Candidates Sought

The Foundation seeks future "change agents" who aspire to leadership positions in federal, state, or local governments or in the not-for-profit and education sectors where they can influence public policies and change public programs. Criteria for selecting Truman Scholars are mainly

- extensive records of public and community service,
- commitment to careers in government or elsewhere in the public sector,

- desire to influence public policies or education programs, and
- outstanding leadership potential and communication skills.

In general, Truman nominees should be of such overall quality that you would feel comfortable in recommending them to serve as a student trustee, as a member of a dean or presidential search committee for your institution, or for some other positions of exceptional responsibility.

Definition of Public Service

The Foundation defines public service as employment in government at any level, uniformed services, public-interest organizations, nongovernmental research and/or educational organizations, public and private schools, and public service oriented nonprofit organizations such as those whose primary purposes are to help needy or disadvantaged persons or to protect the environment.

Degrees Given Priority in the Selection Process

The Foundation gives priority to candidates seeking one or more of the following degrees or equivalents: MPA/MPP, JD, MEd, MIA, MPH, and master's or doctorate degrees in fields in which most graduates go into public service. The Foundation does not give priority to candidates seeking MBAs or MDs unless they can demonstrate a strong public policy or public health interest.

Guidance for Candidates

The Foundation's website (www.truman.gov) has a **For Candidates** section with tips and guidance for candidates.

Selection of Finalists for Truman Scholarships

To select Finalists, a committee will use the criteria contained in the candidate application materials (see *Notes to Candidates for 2005 Truman Scholarships*) and incorporated in a *Nominee Rating Form*. An edited version of the *Truman Nominee Rating Form* used to select Finalists in 2004 is available on our website.

Announcement of 2005 Finalists

The Finalists will be posted on the Foundation's home page (www.truman.gov) on February 22, 2005.

Announcement of 2005 Truman Scholars

The 2005 Truman Scholars will be announced on the Foundation's home page on March 29.

Frequent Problems in Applications

Candidates often fail to advance because of

- little evidence of leadership;
- lack of sustained community service involvement;
- poor use of Items 7–10 and especially 15 to reveal their interests, values, and motivation;
- failure to follow directions or suggestions on the Foundation’s website;
- seeking careers that do not fit the Foundation’s definition of public service or that are not likely to affect public policies or education programs; and
- graduate study proposals lacking specifics on what they plan to study, which institution they hope to attend, and some discussion of the major courses.

The Foundation encourages Faculty Representatives to help candidates learn how to prepare outstanding applications that present candidates accurately, comprehensively, and favorably.

Candidacy Test

Sometimes potentially good candidates do not apply for the campus nomination for a Truman Scholarship. They find the full application daunting when they are not certain about receiving the nomination. You might find it useful to direct potential candidates to *Are You a Potential Truman Scholar?* on our website, and use their responses along with their performance in a campus interview to help choose your nominees. They would then complete the *2005 Truman Scholarship Application*.

Examples of Career Goals Sought by the Foundation

The Foundation seeks students who desire careers in such public service positions as

- managers, administrators, and analysts in federal, state, and local government agencies;
- legislators, aides to legislators, and staff for legislative committees;
- teachers in public and private schools;
- foreign service officers and staff in international development and assistance organizations;
- professional staff in nonprofit and advocacy organizations to serve disadvantaged groups or to protect the environment;
- analysts and researchers for think tanks and policy research and development organizations; and
- attorneys for government agencies and legislative bodies.

Requests for Information Regarding Candidates and Special Circumstances

Truman Faculty Representatives are invited to correspond with the Executive Secretary by e-mail (lblair@truman.gov).

Materials for the Student Nominee

This booklet contains one copy of *Candidate Application Materials for 2005 Truman Scholarships*. It contains all of the forms and information a candidate needs to complete the application. **Your candidate may submit the nomination on photocopies of these materials.**

If you intend to nominate more than one candidate, please make photocopies or print the materials from the Foundation’s website (www.truman.gov). Templates of the application and nomination materials also can be downloaded from the website.

Online Registration of Nominees

Truman Faculty Representatives must register each nominee prior to submitting the nomination package. Faculty Representatives register nominees online at www.truman.gov. A registration number will be generated for each nominee, which must be entered on the nominee’s *Institution Nomination Form* and on page one of the candidate’s application.

Institution Nomination Form and Faculty Representative Nomination Letter

An *Institution Nomination Form* and *Faculty Representative Nomination Letter* are required for each candidate. Forms may be photocopied from this booklet or downloaded from the **For Faculty Reps** section of the website.

Submission of Nominations

The completed packets should be sent by U.S. Postal Service Express Mail or by FedEx to: Truman Scholarship Foundation, 712 Jackson Place, NW, Washington, DC 20006. (Phone number for shipping label is 202/395-4831.)

The Foundation does not provide the Faculty Representative a receipt for the materials or notification of any missing portion of the nomination packages.

The Truman Faculty Representative Nomination Letter

Enthusiastic, carefully-written letters from Faculty Representatives help good candidates advance to the interview—even if they have one or two weak points. Ordinary letters are a disservice, even to strong candidates.

An effective Faculty Representative Nomination Letter

- discusses the two items on the cover sheet;
- compares the nominee favorably with other Truman Scholars from the institution or with former students currently holding responsible public service positions;
- makes the case why this candidate is outstanding in terms of leadership and academics and change-agent potential;
- presents one or two examples of accomplishment or achievement of the candidate;
- explains any apparent weaknesses in the candidacy;
- identifies any unusual aspects of the school that might strengthen the candidacy (e.g., strict grading policy, limited opportunities for involvement in internships or in the community); and
- describes briefly the way in which Truman nominees are chosen.

An exemplary letter may be found in the **For Faculty Reps** section of our website.